



Family Provider Service Option (FPSO) Information Sheet

Do you want to hire and direct your own personal care worker? The FPSO is an option that allows either the consumer or a family member to hire and direct their personal care worker under the Home Based Care (HBC), Private Duty Nursing (PDN), or Home and Community Benefits (HCB Waiver) program.

What is required to direct your own care?

- Be 21 years or older
- Register as a Personal Care Attendant Agency
 - The consumer or a family member can register
 - A family member is defined as an individual related by blood, marriage or adoption as well as two unmarried adults who live together under a long-term arrangement
 - A Guardian or the person running the FPSO cannot be the paid personal care worker
- Sign a memo of agreement with Elder Independence of Maine (EIM)
- Participate in EIM training to learn the basics of being a FPSO employer
- Work with a Fiscal Intermediary contracted with EIM who will process timesheets, payroll and quarterly filings
- Find, hire and train your own personal care worker(s)
- Review criminal background checks and CNA registry checks on any personal care worker(s) you want to hire to verify they are eligible for hire
- Follow rules of being a provider under publicly funded programs

What are the steps required to become a FPSO Employer?

- Contact the Department of Health and Human Services, Division of Licensing and Certification at (207) 287-9301 to request an application to register as a Personal Care Attendant Agency.
 - Complete the application upon receipt and return it with a \$25.00 application fee to the Division of Licensing and Certification for processing
- Work with EIM to complete enrollment form for Public Partnerships, the Fiscal Intermediary (FI)
- Receive from Public Partnerships (FI) a packet of information for you as the employer and a packet for each of your employee(s).
- Contact insurance agents and choose an agent to get Workers Compensation Insurance for your personal care worker(s).
- Submit the bill to EIM for payment

The total time needed to get this option in place depends on the successful completion of each step. **EIM is here to help you each step of the way!**

If you are interested in learning more about this option, please contact EIM Provider Relations Department at **1-888-234-3920**.